

A RESOLUTION BY

03- R -1657

COMMUNITY DEVELOPMENT/HUMAN RESOURCES COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR DESIGNEE TO ISSUE A NOTICE TO PROCEED WITH JORDAN, JONES & GOULDING, INC./ENGINEERING DESIGN TECHNOLOGIES, INC., A JOINT VENTURE FOR FC-6710-96D ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR DESIGN OF NORTH HIGHLAND AVENUE STREETScape ON BEHALF OF THE DEPARTMENT OF PLANNING, DEVELOPMENT AND NEIGHBORHOOD CONSERVATION IN AN AMOUNT NOT TO EXCEED FIFTY-ONE THOUSAND SIX HUNDRED DOLLARS (\$51,600.00). ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM THE FOLLOWING FUND ACCOUNT AND CENTER NUMBER: 1C45 574001 Y63F05499BG.

WHEREAS, the City of Atlanta, (the "City") did enter into FC-6710-96D Annual Contract for Architectural and Engineering Services; and

WHEREAS, the Department of Planning, Development and Neighborhood Conservation requires architectural and engineering services for design of North Highland Avenue Streetscape in an amount not to exceed Fifty-One Thousand Six Hundred Dollars (\$51,600.00); and

WHEREAS, the Commissioner of the Department of Planning, Development and Neighborhood Conservation and the Chief Procurement Officer of the Department of Procurement have recommended that Jordan, Jones and Goulding Inc./Engineering Design Technologies, Inc., a Joint Venture provide Architectural and Engineering Services.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor be and is hereby authorized to approve a notice to proceed with Jordan, Jones and Goulding Inc./Engineering Design Technologies, Inc., a Joint Venture for FC-6710-96D Annual Contract for Architectural and Engineering Services in an amount not to exceed Fifty-One Thousand Six Hundred Dollars (\$51,600.00).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate contractual agreement for execution by the Mayor to be approved by the City Attorney as to form.

BE IT FURTHER RESOLVED, that this notice to proceed should not become binding on the City, and the City shall incur no liability upon same until such contract has been executed by the Mayor and delivered to the contracting party.

BE IT FINALLY RESOLVED, that all services for said notice to proceed shall be charged to and paid from fund account and center number: 1C45 574001 Y63F05499BG.

**JORDAN
JONES &
GOULDING**

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September 10, 2003

Ms. Daisy Wong
City of Atlanta Planning
City Hall South
68 Mitchell Street, SW, Suite 3350
Atlanta, Georgia 30335

Re: Highland Avenue Streetscape Master Plan

Dear Ms. Wong:

The purpose of this letter is to forward for proposal for the subject project. Attached documents include:

- A detailed explanation of the proposed scope of work (Exhibit A)
- A explanation of compensation requirements (Exhibit B)
- A proposed project schedule

In this latter regard, the actual project dates will have to be adjusted based on the actual notice to proceed (NTP) date. For purposes of illustration, a NTP of November 3, 2003, has been inserted. As we discussed today, we can jointly explore the possibility of initiating the schedule of activities earlier.

Your review and processing of this proposal are very much appreciated. Please contact me if you need additional information.

Sincerely,

JORDAN, JONES & GOULDING, INC.



Charles J. Mills, P.E.

Exhibit A

Scope of Services **Highland Avenue Streetscape Master Plan** *September 10, 2003*

Pre-Planning Activities: The CONSULTANT will

- Participate in a project kick-off meeting with the City staff and stakeholders.
- Gather available pertinent information concerning the Highland Avenue corridor.
- Conduct a site investigation to visually gather information about the corridor.
- Using GIS mapping provided by the City and information gathered about the corridor, prepare a base map for use in subsequent project planning and presentations.
- Conduct document research and site investigations concerning historical resources in the corridor and prepare a Section 106 worksheet report of the findings.
- Conduct document research and site investigations concerning environmental conditions in the corridor and prepare a Categorical Exclusion report of the findings.
- Conduct a traffic and parking analysis of the intersection of Highland and Virginia Avenues (H+V) and make recommendation for improvement (and inclusion in the master plan).

Master Planning: The CONSULTANT will

- Organize and lead a community charette for the purpose of gathering ideas, input, and feedback from businesses, residents, and other stakeholders in the corridor.
- Based on information gathered at the charette during historical and environmental studies, and from the traffic analysis of H+V, prepare a conceptual master plan of the corridor, depicting walkways, street planting, hardscaping, lighting, street furniture and fixtures, H+V intersection improvements, typical section and elevations, and other suggested streetscape improvements.
- Prepare an opinion of construction costs based on this conceptual master plan
- Review the conceptual master plan and opinion of construction cost with the City staff and selected stakeholders and receive their comments and decisions.
- Based on feedback received at the review meeting, prepare the (near-) final master plan and update the opinion of cost.
- Review master plan and opinion of cost with the City staff and selected stakeholders and receive their comments and decisions.
- Prepare for and present the final master plan at a public information meeting with businesses, residents, and other stakeholders in the corridor.

Final Decisions/Report: The CONSULTANT will

- Finalize the master plan and opinion of cost based on input received from the previous review meeting and public information meeting.
- Prepare a phasing plan that identifies the initial phase of the project for design, construction documents and construction, based on
 - fiscal resources available (or expected to be available) to the City for these purposes, and
 - priorities established during the planning process.
- Review the master plan, opinion of cost, and phasing plan with the City staff and selected stakeholders and receive their comments and decisions.
- Publish a final report consisting of
 - The phased master plan,
 - Final updated opinion of cost, and
 - A record of decisions.

Assumptions, Exclusions, and Understandings: The following are integral to the bidding/construction phase services scope of work above:

- The Highland Avenue Streetscape master plan area will be bounded by Ponce De Leon in the south and University in the north.
- The project will proceed in general accordance with the attached proposed schedule.
- The City will provide a suitable meeting place for the kick-off meeting and review sessions and arrange for City participants to attend.
- The City will provide suitable meeting space for the community charrette and public information meeting and be responsible for notifying the public about them.
- The master plan will be based on GIS mapping provided in digital format to the CONSULTANT by the City; no additional surveying will be done.
- Meetings beyond those listed above will be considered to be additional services.
- Detailed design and construction documents are not part of this scope of work.

Exhibit B

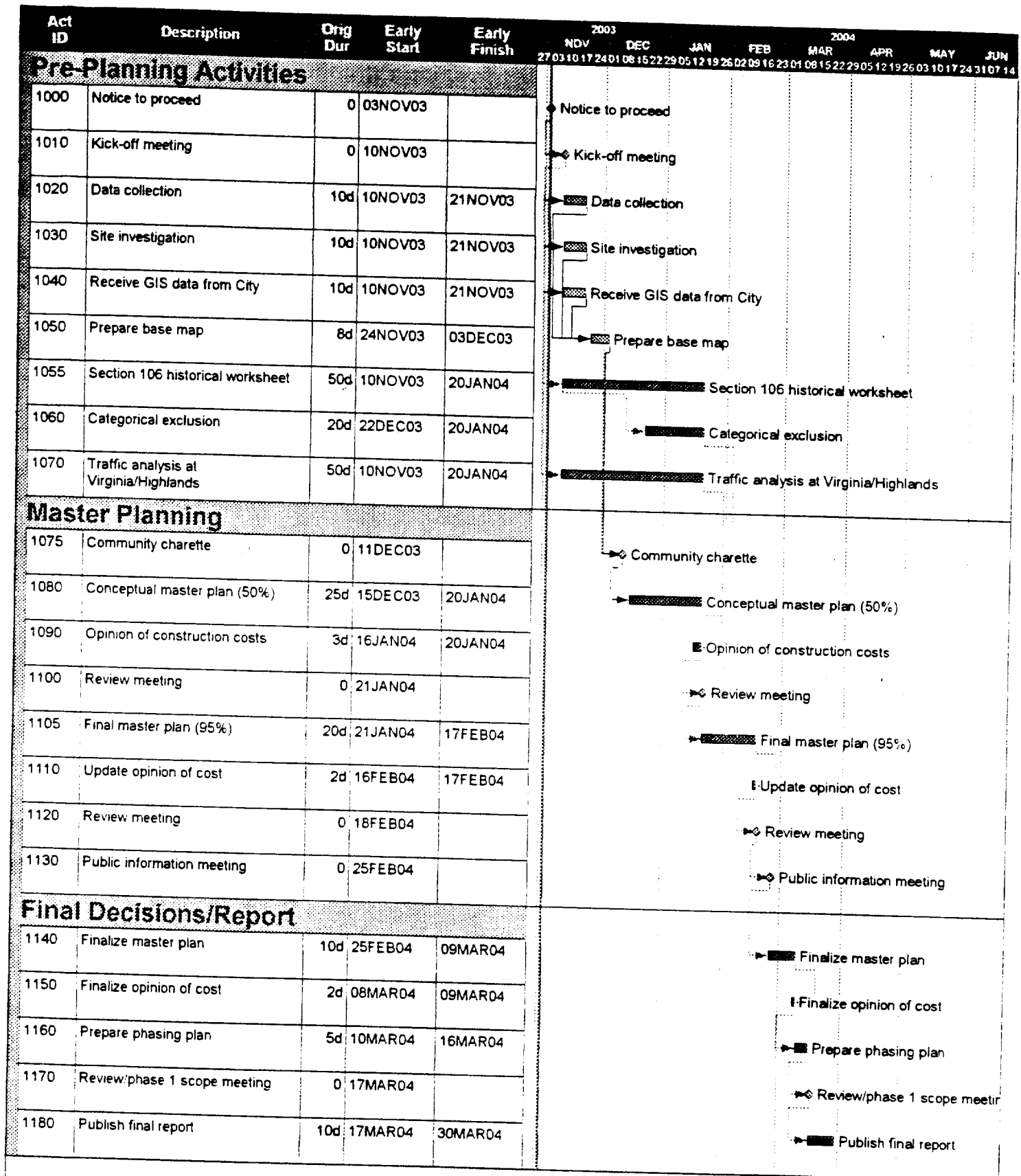
Compensation Highland Avenue Streetscape Master Plan

September 10, 2003

For the services described in Exhibit A, the CLIENT agrees to pay and the CONSULTANT agrees to accept the lump sum amount of \$51,600, further delineated as

Categorical Exclusion/Section 106	\$10,100
Traffic analysis at V+H	\$ 8,200
Public Involvement	\$ 4,900
Streetscape Master Plan	\$28,400

which sums constitute compensation for all of the CONSULTANT'S salary costs, general and administrative overhead, direct project expenses, and profit. The CLIENT agrees to pay the CONSULTANT monthly based on the estimated percentage of total work completed through the billing period as certified by the CONSULTANT.



Highland Avenue Streetscape Master Plan Ponce De Leon to University Proposed Schedule